

**Personnel Committee  
Monday, December 15, 2014  
Conference Room B, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Virginia Raymond, Bill Ryan, Paul Shapiro

Staff Present: Maria Capriola, Matt Hart, Cherie Trahan, John Carrington

Guests: Steve May and Lisa Daley, Milliman

The meeting was called to order at 4:00pm.

**1. PUBLIC COMMENT**

Jim Raynor, Mansfield, member of Ethics Board. Mr. Raynor sought clarification as to how the MBOE is considered an “arm of the state.” Moran offered feedback in response to the inquiry.

**2. MINUTES**

The minutes of 11/17/14 were moved by Wassmundt, seconded by Marcellino and unanimously approved as presented. Wassmundt noted that she felt that some of the information provided by the MBOE at the November 17<sup>th</sup>, 2014 meeting was not accurate (this information was not reflected in the minutes).

**3. HEALTH INSURANCE CLAIMS AND TRENDS**

Hart, Capriola, Dailey, and May reviewed the Town’s recent health insurance claims trends. Topics discussed included: employee benefits team; workforce education on plan design and utilization; results of recent health insurance RFP process; ECHIP purchasing collaborative; claims experience (group demographics, Mansfield claims v. Anthem norm, Rx generic use, Rx claims drivers including specialty Rx, high dollar claimants over \$50,000, HIPPA, stop loss coverage); steps going forward (plan design, workforce education, negotiations with unions, wellness); and reserve discussion for health insurance fund.

**4. DPW SUPERINTENDENT CLASSIFICATION**

Hart, Capriola, and Carrington reviewed the recent classification analysis for the existing DPW Superintendent position and proposed a new classification of “DPW Operations Manager,” grade 22 of the non-union pay plan (40 hour work week). Marcellino made the motion, seconded by Wassmundt to “endorse creating the classification of Public Works Operations Manager, setting the pay grade for the position at grade 22 (40 hour work week), salary range of \$77,799/yr-\$101,080/yr, of the town administrators pay plan and to submit this recommendation to the Town Council as a whole.” The motion was approved unanimously.

Meeting adjourned at 5:42pm.

Respectfully submitted,  
Maria E. Capriola  
Assistant Town Manager, Town of Mansfield